

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

ACCOUNTING DIVISION – REVENUE SECTION

POSTAGE STAMPS REQUISITION PROCEDURES:

1. Complete the Postage Stamp Request (in duplicate):
 - a. Record the date of the request.
 - b. Record the name of the facility or division making the request.
 - c. Record the appropriate Cost Center Code.
 - d. Record total number of postage stamps requested by denomination (Example: \$.37, .29, .25, .04, 1.00 stamps).
 - e. Calculate the dollar value of the request (total number of stamps multiplied by the denomination).
 - f. Specify justification for request.
 - g. The primary designated custodian must sign the request.
 - h. Indicate a phone number where the primary designated custodian may be reached.
 - i. Obtain approval of the request from the Clinic Manager or Deputy Director.
 - j. Indicate the date on which the request was approved.
 - k. The Accounting Division will complete the remainder of the Postage Stamp Request form

PLEASE NOTE: THE ACCOUNTING DIVISION WILL RETURN ANY INCOMPLETE OR IMPROPERLY COMPLETED POSTAGE STAMP REQUESTS TO THE FACILITY TO BE CORRECTED AND RESUBMITTED.

2. Only 200 postage stamps or a three-month supply (whichever is less) may be requested at one time.
3. Submit the Postage Stamps Request (in duplicate) and the original Postage Stamp Logs to:

Department of Mental Health
Accounting Division
550 S. Vermont Ave., 8th Floor
Los Angeles, CA 90020
4. Copies of the Postage Stamps Request and completed log should be filed in a secure location.
5. Only a messenger with written authorization, duly approved by the Clinic Manager, may pick up the requested items.
6. Upon receipt of the postage stamps from the Accounting Division, messenger should ensure that the bottom portion of the Postage Stamps Request form is complete. Messenger signs the request to verify receipt of the postage stamps.
7. Clinic Manager ensures that the Annual Signature Update Sheet is reviewed and submitted to the Accounting Division at least once a year or when a change in Clinic Manager, primary designated custodian, et al occurs.